

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
February 7, 1997

In Reply Refer To
1283 (300) P
Ref. IM 96-71

EMS TRANSMISSION 2/13/97
Instruction Memorandum No. 97-72
Expires: 9/30/98

To: SD's
Attn: State Records Administrators, State Data Administrators

From: Director

Subject: Random Sampling of Case Recordation (CR), Mining Claim Recordation (MCR), Legal Land Description (LLD), and Status Data Bases

DD: 3/14/97
6/27/97
8/01/97

Purpose

With the deployment of the Automated Land and Mineral Record System (ALMRS), beginning the latter part of FY 1997, it is critical for the Bureau of Land Management (BLM) to measure the current data quality levels for the Case Recordation (CR), Mining Claim Recordation (MCR), Legal Land Description (LLD), and Status data bases. The documented data quality levels measured by random sampling are a part of the Official Agency Records Documentation (OARD) that is necessary to ensure that ALMRS is a legally acceptable automated system.

Procedures

Sample sizes and procedures are the same as the random sampling performed in FY 1996 (see IM No. 96-71). The list of current quality assurance guidelines has been updated (Attachment 1). Revisions to CR and MCR data cleanup guidance based on changes to the data conversion specifications will be transmitted by a separate directive.

Because the sample will document the data quality levels for the OARD, State Records Administrators are responsible for ensuring the sample is performed. State Data Administrators are the technical experts for performing random sampling and are responsible for coordinating the effort.

The CR and MCR sampling programs should be run by March 14, 1997. A text file containing serial number, case type, and number of occurrences by data field is created when the sample is run which is downloaded into the Data Quality Analysis spreadsheets. State Data Administrators must contact Melanie Rhinehart at (303) 236-9940 with the SNUMB number that is generated. The spreadsheets will be forwarded to the State Data Administrators by April 1, 1997. Since the LLD and Status sampling programs are run on the State Office Level-6+, there is no interim due date for generating the sample.

Data Base Verification Requirements

The CR, MCR, LLD and Status Data Quality Analysis spreadsheet diskettes should be submitted to the Office of IRM/Modernization, attention Melanie Rhinehart (NI-100), by June 27, 1997.

State Data Quality Assurance Plans

State Data Quality Assurance Plans should be updated and submitted to the ALMRS Data Conversion Team Leader, Gaye Jones (NI-110), by August 1, 1997.

For further information or guidance on interpreting the instructions, contact Melanie Rhinehart, Data Administrator, at (303) 236-9940.

Signed by:
Michael H. Schwartz
Acting Assistant Director
Minerals, Realty, and
Resource Protection

Authenticated by:
Robert M. Williams
Directives and Records
Group, WO540

1 Attachment
1 - Revised List of Guidelines (4 pp)

REVISED LIST OF GUIDELINES
QUALITY ASSURANCE AND QUALITY CONTROL
IMs, IBs & Guidelines
As of February 3, 1997

DW IM 94-4035 Dated: May 20, 1994
Subject: Automated Lands and Minerals Record System (ALMRS) - Status
Collection Data Standards for Withdrawals and Classifications
Contact: Russ Cavanaugh (CO-942)

WO IM 95-27 Dated: November 18, 1994
Subject: Revised Land and Realty Case Recordation (CR) Standards
Contact: Russ Cavanaugh (CO-942)

DW IM 95-4020 Dated: January 5, 1995
Subject: Procedures for Coding Duplicate Townsite Lots in Legal Land Description
(LLD)
Contact: Regina LeFort (NI-110)

DW IM 95-4035 Dated: February 28, 1995
Subject: LLD, Status Title and Withdrawal Collection
Contact: Regina LeFort (NI-110)

WO IM 89-104, C1 & C2 Dated: 11/7/88, 3/3/89, 8/21/89
Subject: Data Entry Instructions for Oil and Gas Agreements and Contracts
Contact: Jay Douglas (WO-310)

WO IM 90-279 Dated: January 26, 1990
Subject: Data Entry Instructions for Production-Related Oil and Gas Lease Data
Contact: Jay Douglas (WO-310)

WO IM 91-37 Dated: October 11, 1990
Subject: Data Entry Instructions for Oil and Gas Agreements and Contracts
Contact: Jay Douglas (WO-310)

WO IB 92-139 Dated: December 17, 1991
Subject: Oil and Gas Lease Production Coding for Case Recordation (CR)
Contact: Jay Douglas (WO-310)

WO IM 93-63, C1 Dated: November 19, 1992, October 1, 1993
Subject: Updated Bureauwide Data Entry Standards for Fluid Mineral Lease Case
Types (Oil and Gas and Geothermal Resources Lease Case Groups 31
and 32) for the Case Recordation System (CRS/ORCA)
Contact: Jay Douglas (WO-310)

WO IM 93-68 Dated: November 25, 1992
Subject: Bureauwide Data Entry Standards for Geothermal Resources Utilization
Site Case Type 325060 for Case Recordation System (CRS/ORCA)
Contact: Jay Douglas (WO-310)

WO IM 94-168 Dated: April 11, 1994
 Subject: Bureauwide Data Entry Standards for Geothermal Agreements and Contracts in the Case Recordation (CR) System
 Contact: Jay Douglas (WO-310)

H-3150-1 Dated: June 7, 1994
 Subject: Onshore Oil and Gas Geophysical Exploration Surface Management Requirements
 Contact: Jay Douglas (WO-310)

WO IM 96-102 Dated: May 9, 1996
 Subject: Updated Bureauwide Data Entry Standards for Oil and Gas Lease Case Types Group 31 for the Case Recordation System (CRS/ORCA) and Alaska Record System Release 1 - Additional Revisions Incorporating New Action Codes Added in Data Elements 2910 and 1775
 Contact: Jay Douglas (WO-310)

WO IM 95-96 Dated: March 27, 1995
 Subject: Revision of Bureauwide Coal Management Program's Mandatory Data Standards
 Contact: Brenda Aird (WO-320)

WO IM 95-129 Dated: May 22, 1995
 Subject: Revision of Bureauwide Solid Nonenergy Leasable Minerals Program Data Standards
 Contact: Brenda Aird (WO-320)

WO IM 91-371 & WO IM 91-388 Dated: 8/1/91 & 8/2/91
 Subject: Automated Land and Mineral Record System (ALMRS) - Case Recordation (CR/ORCA): Data Standards for 43 CFR 3802 and 43 CFR 3809 Surface Management
 Contact: Rick Deery (WO-320)

WO IM 91-375 Dated: August 1, 1991
 Subject: Automated Land and Mineral Record System (ALMRS) - Case Recordation (CR/ORCA): Data Standards for Mineral Patent Applications and Contest Complaints
 Contact: Rick Deery (WO-320)

WO IB 94-434 Dated: July 20, 1994
 Subject: Using Case Recordation to Record and Track Notices of Intent (NOI) and Plans of Operations Under the Act to Amend the Stock Raising Homestead Act (P.L. 103-23; April 16, 1993)
 Contact: Reg Reid (NV-920)

WO IM 92-294 Dated: July 28, 1992
 Subject: Case Type/Action Code Data Standards for Mineral Materials Management
 Contact: Durga Rimal (WO-320)

DSC IB DSC-86-154 Dated: July 24, 1986
 Subject: Guidelines for Abbreviating Names and Addresses in Case Recordation

WO IM 93-210 Dated: April 20, 1993
 Subject: Preliminary Bureauwide Data Standards for Lands Case Types for the Record System Release 1
 Contact: Russ Cavanaugh (CO-942)

WO IM 94-05 Dated: October 1, 1993
 Subject: Final Bureauwide Data Standards for Fluid Mineral Lease Case Types (Oil and Gas Lease Case Types 311111, 311211, and 313200) for the Record System Release 1.0
 Contact: Jay Douglas (WO-310)

WO IM 93-117 Dated: January 27, 1993
 Subject: Action Codes Required by Legislation for Mining Claim Recordation System
 Contact: Roger Haskins (WO-320)

WO IM 93-292 Dated: July 22, 1993
 Subject: Standardization of Name and Address Entry into the Mining Claim Recording System
 Contact: Roger Haskins (WO-320)

WO IM 93-312 Dated: August 10, 1993
 Subject: Mining Claim Recordation System (MCRS) and Processing of Recordation Decisions
 Contact: Roger Haskins (WO-320)

WO IM 94-4, C1 Dated: October 1, 1993, October 15, 1993
 Subject: Proper Mining Claim Action Code Dates to Use When Claimant Fails to File for Exemption or Pay Rent by August 31, 1993; and Determination of Ten Claim Limit for Small Miner Exemption
 Contact: Roger Haskins (WO-320)

WO IM 94-98, C1 Dated: January 12, 1994, February 10, 1994
 Subject: Proper Sources for Obtaining Current Names and Addresses of Mining Claimants for Entry into the Mining Claim Recordation System
 Contact: Roger Haskins (WO-320)

WO IM 94-107 Dated: February 1, 1994
 Subject: Mining Claim Recordation Action Codes - Final Edition
 Contact: Roger Haskins (WO-320)

DW IB 95-4038 Dated: January 6, 1995
 Subject: Mining Claim Recordation System (MCRS) Data Entry Standards
 Contact: Cheryl Laudenbach (NI-110)

WO IM 96-183 Dated: September 11, 1996
 Subject: Mining Claim Recordation System (ALMRS) Action Code Changes
 Contact: Roger Haskins (WO-320)

WO IM 97-58 Dated: January 17, 1997
 Subject: New Action Codes for Archiving of Mining Claim Recordation Files to the National Records Center
 Contact: Cheryl Laudenbach (NI-110)

Case Recordation Users Guide

Manual 1274-1 - Automated Mining Claim Recordation System (User Guide)

LLD, Status and Withdrawals Coding Handbooks

Match Merge Handbook

Manual 1274 - Serialized Case File System

Manual 1283 - Data Administration

Data Element Dictionary

Data Cleanup Guidance Based on ALMRS Conversion Specifications

WO IM 95-49

Dated: December 15, 1994

Subject: Case Recordation (CR) and Mining Claim Recordation (MCR) Data
Cleanup Guidance

Contact: Gaye Jones (NI-110)

WO IM 95-70

Dated: February 16, 1995

Subject: Case Recordation (CR) Non-Converting Action Codes

Contact: Gaye Jones (NI-110)